

Due date
March 1, 2018

Statement of Personal Property
Assessment date – January 1, 2018

2018

Filing Instructions – you must file this completed return with your local assessor on or before March 1, 2018. (sec. 70.35, Wis. Stats.) Report personal property not reported to the Wisconsin Department of Revenue's Manufacturing & Utility Bureau.

Confidentiality – under sec. 70.35(3), Wis. Stats., personal property returns filed with the local assessor are confidential records of the assessor's office.

Failure to File – if you do not file, your local assessor will estimate your property's value using the best information available. You will also be denied appeal rights with the Board of Review (BOR), under state law (sec. 70.35(4), Wis. Stats.).

Questions? – if you have questions on filing this form, contact your local assessor.

--

For Office Use Only	
School district	TID no.
Assessor name	
Assessor address	

Property Owner and Property Information (agent, consignee or other representative)

Property address: _____
(if different from above)

FEIN	Account no.
NAICS code	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City
County	Municipality

Business type: _____

Owner is: (check box that applies) ☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ LLC ☐ LLP

New owner information – complete this section if there was a change in ownership or the business is no longer in operation.

Type of change: (check box that applies)

☐ Discontinued ☐ Sold ☐ Incorporated ☐ Moved

Date of change: - -

New owner name
Property address
Mailing address
Phone no. () -
Email

Preparer and Owner Information/Signature

I, the undersigned declare under penalties of law that I have personally examined this return and its completed schedules. To the best of my knowledge and belief, this return is true, correct and complete.

Preparer		Owner	
Name (please print)		Name (please print)	
Address		Address	
Phone () -	Fax () -	Phone () -	Fax () -
Email		Email	
Signature	Date - -	Signature	Date - -

Schedule A – Personal Property Return (Assessment Summary as of January 1, 2018)

This schedule summarizes all taxable personal property from Schedules B through H. Line 10, Col. 3 is the total value of your taxable personal property within this municipality.

Col. 1 Property Type	Col. 2 Subtotal	Col. 3 Total	For Office Use Only	
			Class	Col. 4
1. Boats and watercraft (from Sch. B)			1	
2. Furniture, fixtures and office equipment (from Sch. D)				
3. Multifunction fax machines, copiers, postage meters ... (from Sch. D2)				
4. Total of lines 2, 3			3	
5. Building on leased land (from Sch. E)			4B	
6. Leased equipment (property in charge of but not owned) (from Sch. F)				
7. Supplies (from Sch. G)				
8. All other personal property (from Sch. H)				
9. Total of lines 6, 7, 8			4A	
10. Total assessable – add lines 1, 4, 5, 9		0		

Schedule B – Boats and Watercraft					2018
Report: All boats and watercraft subject to general property taxation. Review the <i>Composite Conversion Factors</i> and <i>Composite Useful Lives Table</i> on various equipment: revenue.wi.gov/Pages/Report/p.aspx#personal .					
Col. 1 Description of Boats and Watercraft	Col. 2 Acquisition Year	Col. 3 Original Cost	Col. 4 Conversion Factor	Col. 5 Declared Value January 1	Col. 6 For Office Use Only
Total declared value					
(Note: Attach additional sheets if needed)			Enter Col. 5 Total on Sch. A, Line 1, Col. 3		

Schedule C – Machinery, Tools and Patterns						2018
Report: All machinery and shop equipment. Use the costs from your accounting records. Summarize the original asset costs by acquisition year as of January 1 of last year. Enter these costs in Col. 2. Enter any additions or deletions by acquisition year in Col. 3.						
Col. 1 Acquisition Year	Col. 2 Total Original Cost as of Jan. 1, 2017	Col. 3 Additions, Disposals, Transfers at Cost Since Jan. 1, 2017	Col. 4 Net Total Original Cost as of Jan. 1, 2018 <small>(Col. 2 +/- Col. 3)</small>	Col. 5 Conversion Factor (10-yr)	Col. 6 Indexed Net Value (Full Value) on Jan. 1, 2018 <small>(Col. 4 x Col. 5)</small>	Col. 7 For Office Use Only
2017						
2016						
2015						
2014						
2013						
2012						
2011						
2010						
2009						
2008						
All prior years						
Total						

Do Not Report

Schedule D – Furniture, Fixtures and Office Equipment						2018
Report: All furniture, fixtures and office equipment (e.g., office, store and professional furniture, fixtures and equipment, business and professional libraries, other assets related to the sales and administration of your business). Original Cost in Col. 4, should contain all costs of installation and freight, add-ons and sales tax.						
Col. 1 Acquisition Year	Col. 2 Total Original Cost as of Jan. 1, 2017	Col. 3 Additions, Disposals, Transfers at Cost Since Jan. 1, 2017	Col. 4 Net Total Original Cost as of Jan. 1, 2018 <small>(Col. 2 +/- Col. 3)</small>	Col. 5 Conversion Factor (10-yr)	Col. 6 Indexed Net Value (Full Value) on Jan. 1, 2018 <small>(Col. 4 x Col. 5)</small>	Col. 7 For Office Use Only
2017				.925		
2016				.786		
2015				.668		
2014				.574		
2013				.497		
2012				.426		
2011				.370		
2010				.318		
2009				.270		
2008				.238		
All prior years				.138		
Total						
Enter Col. 6 Total on Sch. A, Line 3, Col. 2						

**Schedule D1 – Exempt Computer Equipment & Software (Owned),
Cash Registers & Single Function Fax Machines**

2018

- **Report:** Mainframe computers, minicomputers, personal computers, networked personal computers, servers, terminals, monitors, disk drives, electronic peripheral equipment, tape drives, printers, basic operational programs, systems software, prewritten software, ATMs, cash registers, and single function fax machines. Review the *Computer Exemption Guidelines for Assessors and Property Owners* (revenue.wi.gov/pubs/slf/compexgd.pdf).
- **Do not report:** Custom software
- **Note:** Per state law (sec. 70.36(1m), Wis. Stats.), any person, firm or corporation that fails to include information on exempt property under sec. 70.11(39) and sec. (39m) will owe \$10 for every \$100 or major fraction that is not reported (sec. 70.35, Wis. Stats.).

Col. 1 Acquisition Year	Col. 2 Total Original Cost as of Jan. 1, 2017	Col. 3 Additions, Disposals, Transfers at Cost Since Jan. 1, 2017	Col. 4 Net Total Original Cost as of Jan. 1, 2018 (Col. 2 +/- Col. 3)	Col. 5 Conversion Factor (4-yr)	Col. 6 Indexed Net Value (Full Value) on Jan. 1, 2018 (Col. 4 x Col. 5)	Col. 7 For Office Use Only
2017						
2016						
2015						
2014						
2013						
2012						
2011						
All prior years						
Total						
Total leased equipment from Sch. F, Col. 7						
Combined totals						

Do Not Report

**Schedule D2 – Multifunction Faxes, Copiers, Postage Meters, Telephone Systems,
and Computerized Equipment**

2018

Report: All multifunction fax machines, copiers, postage meters, telephone systems (PBXs), and equipment with embedded computerized components.

Col. 1 Acquisition Year	Col. 2 Total Original Cost as of Jan. 1, 2017	Col. 3 Additions, Disposals, Transfers at Cost Since Jan. 1, 2017	Col. 4 Net Total Original Cost as of Jan. 1, 2018 (Col. 2 +/- Col. 3)	Col. 5 Conversion Factor (6-yr)	Col. 6 Indexed Net Value (Full Value) on Jan. 1, 2018 (Col. 4 x Col. 5)	Col. 7 For Office Use Only
2017				.875		
2016				.656		
2015				.492		
2014				.373		
2013				.285		
2012				.216		
All prior years				.122		
Total						
Enter Col. 6 Total on Sch. A, Line 3, Col. 2						

Schedule E – Buildings on Leased Land

2018

Report: Buildings, structures and other improvements you own, but are located on land that you do not own. They are valued in the same manner as improvements located on land that is owned by you. Enter your opinion of value in Col. 4.

Col. 1 Property Description	Col. 2 Acquisition Year	Col. 3 Original Cost	Col. 4 Opinion of Value January 1	Col. 5 For Office Use Only
Total declared value				
Enter Col. 4 Total on Sch. A, Line 5, Col. 3				

2018

Col. 1 Name and Address of Leasing Company*	Col. 2 Equipment Type and Lease No.	Col. 3 Gross Annual Rent	Col. 4 Installation Year	Col. 5 Original Cost	Col. 6 Indexed Value Taxable Equipment	Col. 7 For Office Use Only

Totals

Schedule G – Supplies

2018

Supplies inventory – January 1, 2018	\$
--	----

Schedule H – All Other Personal Property, Leasehold Improvements, Signs, Billboards, Logs and Forest Products, Improvements on Exempt Land, Improvements on Forest Cropland or Managed Forestland

2018

Col. 1 Acquisition Year	Col. 2 Property Description	Col. 3 Acquisition Cost	Col. 4 Conversion Factor	Col. 5 Declared Value January 1	Col. 6 For Office Use Only
Total					

Property

Annual rent

Rent includes: (check all that apply) ☐ Electric ☐ Heat ☐ Real estate taxes ☐ Parking ☐ Common area maintenance
☐ Other (describe) _____

Do Not Ignore!
Please file by March 1st, 2018

WHO MUST FILE?

-Any person, firm or corporation receiving the Personal Property Statement must complete and return the form to the assessor on or before March 1st to avoid a "Doomage" assessment.

In Wisconsin, the assessment year begins the close of day on January 1st.

-If prior to January 2nd, your **taxable personal property** was removed from the City of Waukesha, you must indicate the change on the Statement and return the form to the Assessor's Office before March 1.

-If on January 2nd, you were the owner of taxable personal property and that taxable property was later **sold** or the **business moved** after January 1st, the property is still taxable for the current year and you are required to complete this personal property Statement: WI Stat 70.13(6)

WHAT IS PERSONAL PROPERTY?

-**Personal property** is the legal term for all property not considered part of real property and used in the operations of a business. Personal property used in a business or non-exempt activity is subject to taxation in the State of Wisconsin.

-**Personal property exemptions** – Some of the more common items exempt from taxation and not required to be reported on this return include merchant's stock in trade, automobiles, trailers, and aircraft. For a more complete listing, refer to WI statutes Sec. 70.111 and 70.112.

-**Tax Exempt Status:** If you believe that your business or organization is, by statute, tax exempt, contact the Assessor's office immediately for the necessary request forms.

NEW FOR 2018

Beginning January 1st, 2018, this equipment is exempt from taxation and should not be reported:

Schedule C - Machinery, Tools, and Patterns

Schedule D1 - Computer Equipment and Software, Single Function Fax Machines, Cash Registers

WHAT COSTS ARE TO BE REPORTED on the Statement?

-You should include all costs of the acquisition and installation of the taxable asset. This will include sale tax and delivery charges. But do not include finance charges.

FILING LATER THAN MARCH 1ST?

-A two week extension might be granted provided the request is delivered before March 1st and a "good cause" reason is given. You may mail, email, or fax in your extension request. Include your contact number or self addressed stamped envelope for our response.

Email to: jknuese@ci.waukesha.wi.us

Or fax to: 262-650-2571

Please file the enclosed Statement on or before March 1st. Due to heavy mail volume around March 1, we would appreciate it if you could file as soon as possible. Please include your **account #** on all correspondence. If you have any questions, **please call 262-524-3514.**

2018
CITY OF WAUKESHA
PERSONAL PROPERTY ITEMIZATION FORM

- ❖ **Please complete the "Statement of Personal Property".** You may use this page to list items purchased in past years and newly acquired last year.
- ❖ Please include a property description, year acquired, number of items, which conversion schedule you used, and the total original cost or if cost is unknown the fair market value of the property.
- ❖ Please provide your Federal Employer Identification Number (EIN), as well as a current telephone number so that we may reach you or your representative with any questions we may have.
- ❖ **FIRST TIME FILERS:**
If this is the first time you will be filing a personal property return with the City of Waukesha, it may be helpful to list all assets regardless of the year purchased or acquired.

Description of Item	Year Acquired	Number of Items	Placed on Schedule	Original Cost
<i>Example: Office Desk</i>	2010	1	D Furniture	\$300

BUSINESS NAME _____

OWNER'S NAME _____

BUSINESS ADDRESS _____

FEDERAL EIN # _____ PHONE# _____

PLEASE DO NOT DISREGARD THESE FORMS. FAILURE TO FILE A RETURN BY THE DUE DATE OF MARCH 1st, MAY RESULT IN A DOOMAGE (ESTIMATED) ASSESSMENT BEING PLACED ON YOUR ACCOUNT. GENERALLY, A DOOMAGE ASSESSMENT WILL BE HIGHER THAN IF THE TAXPAYER HAD FULFILLED THEIR RESPONSIBILITY AND FILED.

FOR ANY QUESTIONS PLEASE CONTACT THE ASSESSOR'S OFFICE AT (262) 524-3514.